STATE OF CALIFORNIA
Governor
Edmund G. Brown, Jr.
CALIFORNIA TECHNOLOGY AGENCY
Secretary
Carlos Ramos

JOB OPPORTUNITY
CALIFORNIA TECHNOLOGY AGENCY
Program and Portfolio Management Office
Data Processing Manager II $5849- $7464

When applying for a Job Opening, you must be sure to submit *one state application per RPA #*. You *must* indicate the RPA # you are applying for on your application; otherwise, your application will not be processed.

The California Technology Agency (Technology Agency) has **two openings** for the **Data Processing Manager (DPM) II** classification within the Program and Portfolio Management Office. Under the general direction of the DPM III, the DPM II performs tasks involving the initial approval of significant information technology (IT) projects within the State government and oversees these projects to enhance IT project implementation success. The DPM II may be assigned development projects which involve large expenditures, are complex or sensitive, or are of a critical nature in terms of accomplishing State program objectives.

Essential Functions:

The DPM II functions as the team leader/oversight/project manager, the DPM II reviews plans, proposals, and other IT project documents submitted by his/her assigned departments to determine the effectiveness and efficiency of an IT project in support of program performance objectives, feasible alternatives, merits of the project from an investment perspective, and proper planning for project success. The incumbent performs the following functions:

- Assesses project and departmental performance and identifies critical project and departmental implementation problems and issues. Identifies resource needs as required;
- Reviews progress assessments, remediation strategies, and independent oversight vendor reports; makes recommendations to Technology Agency HQ leadership, assigned departmental leadership, and business consultants regarding project remediation and continuation in order to ensure that all aspects contained in the IT project portfolio are delivered on time, within budget, and attain their intended business value;
- Works collaboratively with agencies to understand their overall long term IT project portfolio planning and capacity to perform the work.
- Elevates critical project issues to executive management as needed;
- Advises assigned departments in interpreting and appropriately applying IT policies and best practices to meet project requirements;
- Participates in creating and updating statewide IT policies and procedures for consistency and best IT practices;
- Completes IT related notification letters and assessment reports as required;
- Briefs and advises the DPM III, Program Management Office, Technology Agency executive management, and legislative members and staff on sensitive IT policy; and
- Participates in statewide IT policy committees and issue evaluation as needed.

Work Environment Requirements:

- Must be available to work overtime as necessary and when business needs warrant
- Must carry a Blackberry
- Must maintain consistent, predictable attendance

Desirable Qualifications:

The most competitive applicants will possess:

- PMP Certification, or other formal project management certification(s)
- Direct experience leading IT projects; either in a Project Manager/Director role or a key role on large projects.
- A very broad knowledge of principles of project management, approval processes for IT projects and information technology systems design;
- The ability to work well under pressure, meet deadlines and adapt to changing priorities;
- The ability to exercise a high degree of initiative, independence of action, and originality;
- Exceptional tact and the ability to demonstrate good independent judgment;
- Excellent communication, writing and analytical skills; and
- The ability to develop and maintain effective and cooperative working relationships.

Applications will be accepted from individuals currently at the **Data Processing Manager II** level or applicants who have transfer or list eligibility. Applications will be screened based on desired qualifications, and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions.

Final File Date: Until Filled. Interested applicants must submit a State application and resume to:

CALIFORNIA TECHNOLOGY AGENCY
1325 J Street 16th Floor
Sacramento, CA 95814
Attn: Lisa Lehman, RPA 11-925
(916) 324-7817